DAVID Y. IGE GOVERNOR



STATE OF HAWAI'I
DEPARTMENT OF BUDGET AND FINANCE

P.O. BOX 150 HONOLULU, HAWAI'I 96810-0150 NEAL H. MIYAHIRA DIRECTOR

ROBERT YU DEPUTY DIRECTOR

ADMINISTRATIVE AND RESEARCH OFFICE BUDGET, PROGRAM PLANNING AND MANAGEMENT DIVISION FINANCIAL ADMINISTRATION DIVISION OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

October 8, 2019

FINANCE MEMORANDUM

MEMO NO. 19-15

TO:

All Department Heads

FROM:

EMPLOYEES' RETIREMENT SYSTEM HAWAI'I EMPLOYER-UNION HEALTH BENEFITS TRUST FUND OFFICE OF THE PUBLIC DEFENDER

Neal H. Miyahira

Director of Finance

SUBJECT:

Request for Information on Routine Repair and Maintenance

Act 233, SLH 2016, requires each Executive State agency that manages a State-owned building, facility, or other improvement to submit an annual report relating to its routine repair and maintenance. The information is to be collected in a uniform format by the Department of Budget and Finance for submittal to the Legislature.

To meet the requirements of Act 233, Form RRM was developed and is attached for your use. Also attached are instructions and a sample Form RRM. The Excel electronic format is available at http://budget.hawaii.gov/budget/budget-forms/. Please complete the Form RRM and email it in Excel format to DBF.BPPM.HI@hawaii.gov on or before November 29, 2019.

If your department does not manage any State-owned building, facility, or other improvement, a negative response is appreciated. Should there be any questions, please have your staff contact Ms. Wendy Moranha, Acting Administrator of the Budget, Program Planning and Management Division, at 586-1570.

Attachments

INSTRUCTIONS FOR FORM RRM: FY 18 AND FY 19 BUDGET VS. ACTUAL ROUTINE REPAIR AND MAINTENANCE COSTS

Form RRM is to be completed for the FYs 18 and 19 Routine Repair and Maintenance Report.

Item Description and Preparation Instructions for Form RRM

Department

Fill in with appropriate department title.

Program ID/Org

Fill in the Program ID and the Organization Code of the program that would be responsible for the cost.

Isl<u>and</u>

Fill in the island location of the routine repair and maintenance cost (i.e., Kauai, Oahu, Molokai, Maui, Lanai, Hawaii).

State Owned Bldg/Facility/Other

Fill in the name of the building, facility, or other improvement to which the routine repair and maintenance cost is related.

Cost Element of Routine Repair and Maintenance Cost

Provide type of cost by budget cost element:

A = Personal Services:

B = Other Current Expenses; and

C = Equipment.

Type of Facility

Fill in the type of facility:

O = Office:

E = Educational Facility;

M = Medical Facility; and

X = Other.

Means of Financing (MOF)

Fill in the MOF for each routine repair and maintenance costs.

FY 18 and FY 19 Budgeted Amounts (\$)

Fill in the budgeted amounts for the routine repair and maintenance costs in FY 18 and FY 19.

FYs 18 and 19 Actual Amounts (\$)

Fill in the actual amounts expended or encumbered for the routine repair and maintenance costs in FY 18 and FY 19.

Comments

Provide any additional comments, if necessary.

FY 18 and FY 19 ROUTINE REPAIR AND MAINTENANCE REPORT DEPARTMENT OF _____

		The second secon				***************************************	idgeted FY 18	Act FY				ance 18		Budg FY		Actual FY 19			ariance FY 19		Comments
Prog ID/Org	Island	State Owned Bldg/Facility/Other	Cost Element (A, B, C)	Type of Facility	MOF	FTE	Amount	FTE	Amount	FTE	Amount	% FTE	% Amount	FTE	Amount	FTE A	nount FTE	Amoun	t %FTE	% Amount	
				,						0.00	0	#DIV/0!	#DIV/0!				C	.00	0 #DIV/0!	#DIV/0!	
										0.00	0	#DIV/0!	#DIV/0!				C	.00	0 #DIV/0!	#DIV/0!	
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									***********	0.00	0	#DIV/0!	#DIV/0!				0	.00	0 #DIV/0!		

Type of Facility Key
O = Office
E = Educational Facility
M = Medical Facility
X = Other

TOTAL:		0.00	0	0.00	0	0.00	0
By MOF							
General	Α	0.00	0	0.00	0	0.00	0
Special	В	. 0,00	0	0.00	0	0.00	0
General Obligation Bonds	С	0.00	0	0.00	0	0.00	0
Reimbursable GO Bonds	Ð	0.00	0	0.00	0	0.00	0
Revenue Bonds	Ε	0.00	0	0.00	0	0.00	0
Federal Funds	N	0.00	0	0.00	0	0.00	0
Other Federal Funds	Р	0.00	0	0.00	0	0.00	0
Private	R	0.00	0	0.00	0	0.00	0
County	s	0.00	0	0.00	0	0.00	0
Trust	т	0.00	0	0.00	0	0.00	0
Inter-departmental Transfer	U	0.00	0	0.00	0	0.00	0
Revolving	w	0.00	0	0.00	0	0.00	0
Other	x	0.00	0	0.00	0	0.00	0

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0.00	0	0.00	0	0.00	0
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0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0

FY 18 and FY 19 ROUTINE REPAIR AND MAINTENANCE REPORT DEPARTMENT OF _____

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Prog ID/Org	Island	State Owned Bldg/Facility/Other	Cost Element (A, B, C)	Type of Facility	MOF	FTE	Amount	FTE	Amount	FTE	Amount	% FTE	% Amount	FTE	Amount	FTE	Amount	FTE	Amount	% FTE	% Amount	PROBLEM STATE
AGS 221 AB	Oahu	Bldg #1	A Personal Svcs	0	Α	5.00	150,000	4.00	100,000	-1.00	-50,000	-20.00%	-33.33%	5,00	125,000	5.00	125,000	0.00	(0.00%	0.00%	
AGS 221 AB	Oahu	Bldg #1	B Other Current Exp	0	Α	0.00	50,000	0.00	50,000	0.00		#DIV/0!	0.00%	0.00	40,000	0.00	35,000	0.00	-5,000	#DIV/0!	-12.50%	
AGS 221 AB	Oahu	Bldg #1	C Equipment	0	Α	0.00	20,000	0.00	25,000	20	5,000	#DIV/0!	25.00%	0.00	20,000	0.00	25,000	0.00	5,000	#DIV/0!	25.00%	
AGS 221 AB	Oahu	Bldg #2	A Personal Svcs	0	В	3.00	60,000	3.00	60,Q	ODA		0.00%	0.00%	3.00	60,000	2.00	40,000	-1.00	-20,000	-33.33%	-33.33%	
AGS 221 AB	Oahu	Bldg #2	B Other Current Exp	0	В	0.00	30,000	0.00		0.00	-5,000	#DIV/0!	-16.67%	0.00	30,000	0.00	30,000	0.00	C	#DIV/0!	0.00%	
AGS 221 AB	Oahu	Bldg #2	C Equipment	0	В	0.00	10,000	0.		0.00	-20	#DIV/0!	-0.20%	0.00	5,000	0.00	5,000	0.00		#DIV/0!	0.00%	
									2000	0.00	C	#DIV/0!	#DIV/0!					0.00		#DIV/0!	#DIV/0!	
										0.00		#DIV/0!	#DIV/0!					0.00		#DIV/0!	#DIV/0!	
										0.00		#DIV/0!	#DIV/0!					0.00		#DIV/0!	#DIV/0!	

Type of Facility Key	
O = Office	
E = Educational Facility	
M = Medical Facility	
X = Other	

TOTAL:		8.00	320,000	7.00	269,980	-1.00	-50,020
By MOF		•					
General	Α	5.00	220,000	4.00	175,000	-1.00	-45,000
Special	В	3.00	100,000	3.00	94,980	0.00	-5,020
General Obligation Bonds	С	0.00	0	0.00	0	0.00	0
Reimbursable GO Bonds	D	0.00	0	0.00	0	0.00	0
Revenue Bonds	Е	0.00	0	0.00	0	0.00	0
Federal Funds	N	0.00	0	0.00	0	0.00	0
Other Federal Funds	Р	0.00	0	0.00	0	0.00	0
Private	R	0.00	0	0.00	0	0.00	0
County	s	0.00	0	0.00	0	0.00	0
Trust	т	0.00	0	0,00	0	0.00	0
Inter-departmental Transfer	U	0.00	0	0.00	0	0.00	0
Revolving	W	0.00	0	0.00	0	0.00	0
Other	x	0.00	0	0.00	0	0.00	0